

ACCOUNTABILITY UPDATES

Accountability Technical Assistance

DPI staff have hosted a number of technical assistance calls with districts since the secure release of preliminary joint federal notification packets last month. In December, these calls were limited to districts that had a preliminary identification under ESSA or IDEA. For January, we offered time slots for TA calls but opened it up to all districts, not limited by a preliminary identification. Given the interest in the January times - they filled up quickly! - we are adding more time slots. If your district hasn't signed up yet but would like assistance understanding the reports in the preliminary joint federal notification packet, or needs information on the statewide supports and/or the continuous improvement process, you may sign-up [here](#).

Happy New Year!

~OEA

WISCONSIN STATEWIDE ASSESSMENT SYSTEM UPDATES

OSA Office Hours Webinar

New:

Happy New Year! We look forward to another successful year assessing Wisconsin students. The next OSA Office Hours webinar is scheduled for Thursday, January 31 from 9:30 - 10:30. During this time, we will provide OSA updates, address timely issues related to DAC responsibilities, and answer questions about statewide assessments. Please plan on joining us, DACs will receive an email invitation with information on how to join the meeting the week of the webinar. An archive of the most recent webinar will be provided on the [DAC Resources and Trainings webpage](#) for those unable to attend.

Strategic Assessment Systems

Reminder:

A new group has been added to the DPI [WISELearn](#) resource repository called Strategic Assessment Systems in Wisconsin. This group includes resources to build data and assessment literacy; to help promote data-informed decision-making; and to support strategic data and assessment work in Wisconsin schools. Resources will continuously be added to this group.

In the last month, several English Language Arts (ELA) formative assessment resources were added for every age level ranging from formative assessments for early elementary reading and writing to formative assessments for Advanced Placement (AP) Language high school courses. Peer feedback and student self-evaluation/reflection are highlighted as key formative assessment practices within several resources. If you have any resources that may be a good fit for this group, please email Lauren.Zellmer@dpi.wi.gov.

~ OSA

Forward Exam

New:

Forward Exam Trainings

This year the Forward Exam trainings for DACs, SACs, and Test Administrators **will be recorded presentations posted on the Forward Exam Trainings webpage**, instead of the face-to-face trainings of previous years. There will be three training presentations, each with information targeted to a specific audience.

DAC/SAC Training #1 - Updates/Changes for the upcoming administration. This training is for DACs/SACs who have been through the full training already and feel comfortable enough with the process to just receive the updates. Available the week of January 28.

DAC/SAC Training #2 - Full Training for new DACs/SACs and any other DACs/SACs who would like a refresher. This training covers all aspects of administration management of the Forward Exam from start to finish including training, set-up, preparation, administration, reporting and any updates/changes. Available the week of January 28.

Test Administration Training - Required Full Training for all TAs. This training covers all the information TAs need to prepare for and administer the exam. DACs should ensure that all TAs view this training. Available the week of February 4.

District Technology Coordinator (DTC) Optional Q&A Session - January 16, 2019 at 1 pm

This optional Webex Q & A session is intended for DTCs and any other technology staff that will be assisting in the setup, configuration, and monitoring of technology for the Spring 2019 administration of the Forward Exam. The session will begin with a brief review of information about transitioning from TSM to COS, and then be open for questions and discussion. A link to the Webex session is provided below. DTCs and DACs will also receive an email with a link to the Webex session.

- [DTC Optional Q & A Session Webex link](#)

District Technology Coordinator (DTC) Information Check

Please check the District Technology Coordinator (DTC) list located at <https://dpi.wi.gov/assessment/dac/dtc-update> to ensure you have the correct individual listed. The DTC should be the individual who is physically setting up the testing devices (servers, caching, COS, etc.) for online testing, and receiving the technical or IT calls during testing. In order to ensure that critical technical information is communicated to the correct person in the district, the DTC list must be up to date. DACs are copied on all information sent to the DTC list.

Reminder:

Technology Resources Now Available

The Technology User Guide and the Technology Readiness Resources were made available on November 13, on the [Forward Exam Technology Requirements and Resources webpage](#).

Dynamic Learning Maps (DLM)

New:

Required Test Administration Training—

All test administrators (anyone with a 'teacher' role in Educator Portal) must complete the required training prior to administering the DLM assessment and the optional instructional assessments (Instructional Tools Interface or ITI).

- Returning test administrators will be required to complete a refresher module and quiz as well as a science module and quiz (approximately 1 hour and 25 minutes).
- New test administrators within the DLM system will be expected to complete four required modules and quizzes (approximately 3 hours). The training modules are now available. We encourage test administrators to complete their training as early as possible and to not wait until the test window to complete the modules.

KITE® Student Portal is the secure browser used by students taking DLM assessments. Please ensure that the most recent version of KITE Student Portal is installed on devices. For new devices that have never had KITE Client installed, please see the instructions for downloading KITE 6.1 or 6.0 on the DLM website under the [KITE Suite](#) heading.

School Assessment Type – Alternate (SATA)

In an effort to more accurately identify students anticipated to take the DLM alternate assessment under the new ESSA participation cap, we are asking districts to utilize the Student Characteristic SATA in WISEdata. The department began including additional validations around this indicator on October 12, 2017. All students taking the alternate assessment (DLM) must qualify as a student with the most significant cognitive disabilities as outlined below.

In Wisconsin, a student with the most significant cognitive disability:

- typically is characterized as functioning at least two and a half to three standard deviations below the mean in both adaptive behavior and cognitive functioning; **and**
- performs substantially below grade level expectations on the academic content standards for the grade in which they are enrolled, even with the use of adaptations and accommodations; **and**
- requires extensive, direct individualized instruction and substantial supports to achieve measurable gains, across all content areas and settings.

Only a student who meets these criteria and participates in the alternate academic achievement standards may take the alternate assessment.

Reminders:

Teacher rating of Student Mastery Study (District Needed)

DLM is conducting a follow up study to the Teacher Ratings of Student Mastery think-aloud study conducted in spring 2018 and seeks to evaluate correspondence between teacher ratings of mastery and DLM assessment-determined mastery. This study will provide criterion-related validity evidence for DLM assessments. Teachers in grade 4 (ELA), 7 (mathematics) and high school (science) in participating districts will be contacted via email by DLM staff to complete a brief questionnaire. For each Essential Element and linkage level, teachers will be asked to rate mastery for one of their students. There will also be a brief set of questions about the rating process and student information. Teacher ratings will only be summarized at an aggregated level and will not affect summative assessment results. DLM is requesting that the state identify one district that would like to participate in this study. If your district is interested in being part of

this study please reach out to [Mike Peacy](#) and more information regarding participation will be forwarded to you. The deadline to indicate interest in participation is January 26.

Reminders:

District Test Coordinator Checklist

DPI has created a simple step by step checklist of all DLM DTC responsibilities. In addition, a Test Administrator Checklist is also available for teachers administering the DLM assessment. These are both available on the [DPI website](#).

DLM Recruitment

DLM has created a new centralized recruitment process to create a database of individuals who may be interested in taking part in DLM events. Every year DLM holds events such as item writing and external review. DLM will use this database to match individuals with activities best suited to their expertise. DLM has provided a [Qualtrics survey](#) to be distributed to individuals who may be interested in these events. Completing the survey does not obligate individuals to participate in any given event. If you have any questions please contact michael.peacy@dpi.wi.gov.

ACT High School Assessments

NEW:

Instructions for schools who have students planning to attend Challenge Academy in 2019

- Challenge Academy (CA) is working with DPI and ACT to prepare for administering the ACT on March 12 and WorkKeys on March 13.
- If any students from your district will attend CA starting in February 2019, they can take the ACT and WorkKeys at CA.
- **For students with IEPs or 504 plans, the student's current school of enrollment must submit the accommodations request via TAA by the January 11 deadline.**
- DPI OSA is working closely with CA to ensure CA has the high school codes for each student and has clear and thorough instructions on how to bubble the answer documents correctly so that scores will be attributed to the accountable schools.

Reminders:

DEADLINE THIS FRIDAY, JAN 11 Submit ACT Accommodations and English Learner Supports in TAA

- School staff members submitting ACT accommodations and EL supports for students should request access to [TAA](#) as soon as possible. There can be only one TAA Test Coordinator per school, but there can be multiple Test Accommodations Coordinators. TCs and TACs can enter accommodations into TAA. Instructions for requesting TAA access are in the [TAA User Guide](#).
- Submit all accommodations requests for ACT in the Test Accessibility and Accommodations (TAA) System. Do not submit requests for local arrangements in TAA. Local arrangements are locally approved by the test coordinator. Refer to the [List of Allowable Supports](#) for what is a local arrangement versus an accommodation.
- **Submit requests early** - well before the January 11 deadline - so there is time to resubmit if additional documentation is needed to verify the disability.
- Refer to the resources found on [DPI's ACT Accommodations Webpage](#). The resources are organized in a checklist format to help schools with the accommodations testing process.
- Information on English Learner Supports is on the [DPI's ACT English Learner Supports Webpage](#).
- View the recording of [Wisconsin's ACT Accommodations Training Webinar](#) for an overview of the accommodations process.
- If a request is not approved, you can submit again for reconsideration. If you are unsure about what documentation to submit for reconsideration, contact the ACT Accommodations team at 800-553-6244 x1788 or actstateaccoms@act.org.

- Log into TAA to view decisions on accommodations requests. After receiving decisions, if accommodations requests are not approved, please contact OSA as soon as possible.

DEADLINE THIS FRIDAY, JAN 11 Order Materials for WorkKeys Accommodations and English Learner Supports in PAnext

- For WorkKeys, no TAA submissions are needed.
- To receive accommodated WorkKeys materials, Test Coordinators must adjust the number of accommodated formats needed in PAnext (SetUp>Organizations>Test Administration>Edit Enrollment Counts).
- Accommodated materials must be ordered not only for alternative formats, but also for extended time. Any accommodations use accommodated materials.
- Refer to the [WorkKeys Accessibility Guide](#) for a list of available supports.
- Detailed instructions can be found on pp. 13-14 in the [PearsonAccessNext User Guide for WorkKeys](#).

Reading Readiness

Reading Readiness Reimbursement

DPI will soon be sending the reimburse request form to each district assessment coordinator. This electronic form allows districts to identify the amount that they are seeking to be reimbursed for reading readiness expenses. The form asks districts to indicate the name of each screener utilized at each grade, the number of students screened and the amount requested for reimbursement. More information can be found at [Reading Readiness Reimbursement](#).

Reading Readiness Results

DPI will soon be loading Fall 2018 PALS, MAP and Star reading readiness results to WISEdash for Districts. Districts that have not previously signed a data release will need to do so in order to have their data uploaded into WISEdash in the future. Information on data sharing agreements can be found at:

- PALS - <https://dpi.wi.gov/assessment/reading-readiness/FAQ#data>
- MAP - <https://dpi.wi.gov/wisedash/districts/about-data/map>
- Star - <https://dpi.wi.gov/wisedash/districts/about-data/star>

Reading Readiness Additional Information

More information about reading readiness requirements can be found at [Reading Readiness Information](#) and [Reading Readiness FAQ](#).

ACCESS for ELLs

With about 70% of tests completed statewide, we're in the home stretch of ACCESS testing! Thanks to everyone for their hard work and dedication - we here in OSA appreciate all you do to make our assessments go smoothly.

Reminders:

- You may send completed paper booklets back at any time. Early returns will allow more time to score assessments. You may order additional UPS shipping labels in the WIDA AMS Additional Materials tab. They will be emailed to you in one-to-two days.
- Transfer Process
 - If a student moves into your district from another district in WI, fill out this form: <https://goo.gl/forms/cLUEL0nzRyyVIH902>.

- DPI will receive the transfer request, verify enrollment, and transfer a student record with any incomplete tests into your district. It is anticipated that this will be completed within one business day. You will be notified of the completed transfer by email.
- Additional materials can be ordered now through January 25.
- **Test window closes February 1.**
- **All materials due back to DRC by February 8.**

NAEP and International Assessments

(Selected schools only)

NAEP Schools:

School Coordinators should be working on the MyNAEP (www.mynaep.com) *Prepare for Assessment* tasks. The following should be done before scheduled pre-assessment review calls with NAEP field staff representatives:

- Review and Verify List of Students Selected for NAEP
- Complete SD/ELL Student Information
- Notify Parents
- Manage Questionnaires
- Plan for Assessment Day
- Encourage Participation
- Update Student List (*NEW: just activated last week on MyNAEP*)

DAC DIGEST DIGESTIBLES

Important Dates to Remember		
January	7-11: Aspire portal rollover	Aspire
	10: Deadline to update grade 11 student data in your Student Information System (SIS)	ACT/WorkKeys
	11: Test times and sample schedules available	Forward
	11: Deadline to submit ACT accommodations requests via TAA	ACT
	11: Deadline to order WorkKeys accommodated materials in PearsonAccessnext	WorkKeys
	16: DTC Training/Q&A Webinar	Forward
	25: Recommended deadline to complete First Contact and Personal Needs Profile (PNP) for participation in spring testing.	DLM
	25: Recommended deadline to complete enrollment/user/roster uploads for participation in spring testing.	DLM
	17: Attend Wisconsin Test Administration Q&A Training Webinar Part 2, 2pm	ACT/WorkKeys
	22: eDIRECT Guide available	Forward
	23: DPI submits student data for upload to Forward portal	Forward
	25: Last day to order additional materials for ACCESS	ACCESS
	26: Deadline to submit notification for participation in Teacher Rating of Mastery Study	DLM
	28: Test Administration Manual available	Forward
	28: DAC/SAC trainings available	Forward
	28: NAEP testing window opens	NAEP
February	1: ACCESS testing window closes	ACCESS
	4: Test Administrator training available	Forward
	5: Deadline to update grades 9 and 10 student data in your Student Information System	Aspire

	5: Technical Readiness Training and Q&A Webinar , 10am	Aspire
	6: DPI loads grade 9 and 10 student data into the Aspire portal	Aspire
	7: Test Administration Training and Q&A Webinar , 10am	Aspire
	8: All ACCESS materials due back to DRC	ACCESS
	20: ACT initial test date	ACT
	20: ACT accommodations testing window opens	ACT
	21: WorkKeys initial test date	WorkKeys
	21: WorkKeys accommodations testing window opens	WorkKeys
March	4-12: ACCESS Pre-Reporting Data Validation	ACCESS
	18: Testing window opens	Forward & DLM

Important Tasks to Remember		
<input type="checkbox"/> Download the updated version of Kite Educator Portal onto your computers. <input type="checkbox"/> Complete Moodle training and sign security agreement. <input type="checkbox"/> Roster students and update users.		DLM
<input type="checkbox"/> Ensure relevant team members are aware of the information regarding reading readiness assessment at Reading Readiness Overview and Reading Readiness FAQ .		Reading Readiness
<input type="checkbox"/> Register for WI Test Administration Training and Q&A Webinar Part 2 <input type="checkbox"/> Submit ACT accommodations and EL supports requests in TAA. <input type="checkbox"/> Edit enrollment counts for WorkKeys accommodated materials in PAnext.		ACT and WorkKeys
<input type="checkbox"/> Store materials securely when not testing <input type="checkbox"/> Box and ship completed materials, check WIDA AMS Return Materials Receipt Report 2-3 days later to ensure they were received <input type="checkbox"/> Securely destroy non-test materials such as TA scripts, scratch paper, etc.		ACCESS

New Online Resource Highlights		
<i>As new resources are posted to our website, we will include them here for your convenience for two weeks. This is NOT an exhaustive list, but meant to highlight resources with significant relevance to our upcoming test windows.</i>		
Resource	Description	Assessment
Technology Readiness Resources	Provides information for the Forward Exam set up.	Forward
DPI's ACT Accommodations Webpage	Homepage for all ACT, WorkKeys, and Aspire accommodations resources. This page is organized in a checklist format to help you through the accommodations test administration process.	ACT & WorkKeys
DPI's ACT English Learner Supports Webpage	Homepage for all ACT, WorkKeys, and Aspire English Learner Supports policies and test administration instructions.	ACT & WorkKeys
List of Allowable Supports	Lists the accessibility supports available on the ACT.	ACT
WorkKeys Accessibility Guide	Lists the accessibility supports available on the WorkKeys tests.	WorkKeys